	develop and organize their ideas.
	❑ Improve study skills
	❑ Outlining ideas
Classroom Response System (formative assessment tool)	❑ Formative assessment of student knowledge
	❑ Immediately identify misconceptions through anonymous "clicker" response to questions with 100% student participation.
	❑ Provides teacher with feedback for areas of strength and weakness.
SmartBoard (Interactive whiteboard that allows you to capture ideas on the fly)	❑ Interactive whiteboard
	❑ Students are able to manipulate diagrams, use interactive web sites that are displayed for the whole class, add text and drawings, draw conclusions from graphics and pictures while summarizing directly on the displayed graphic.
	❑ Captures brainstorming, discussion notes, etc. and saves the written information as part of the document for review or students who are absent.
Kurzweil (Improve reading comprehension)	❑ Text-to-speech software from scanned materials or web sites
	❑ Study skills tools
	o Extract vocabulary lists from displayed text and look up definitions using online tools
	o Highlighting feature for extracting main ideas and supporting detail to develop a study outline
	o "Sticky notes," footnotes, text boxes may be added to guide students through reading text. Students may add these objects to document questions or problems as they read.
	o Supports 6 languages—dictionary and thesauras
	❑ Writing Tools
	o Word prediction to assist the writing process
	o "Read as you type" feature
	o Read written response to check for accuracy by hearing what they wrote
	❑ Online testing with reading, writing, and study skills tools available if appropriate..
MassLearns (Online resources and activities correlated to the Massachusetts Curriculum Frameworks)	❑ Online web resources correlated to the Massachusetts Frameworks by grade level and curriculum area.
	❑ MCAS Open-response questions with web resources identified to help students find information needed to answer the question.
	❑ MCAS rubric for scoring
	❑ MCAS samples of student responses for each rubric score
	❑ Webtivities based on Massachusetts Frameworks topics
Yearly Progress Pro	❑ Used by MCAS classes to cover Massachusetts math

(Math formative assessment tool)	frameworks ❑ Weekly 15-minute grade appropriate assessment identifies students' strengths and weaknesses (diagnostic testing). ❑ Prescriptive exercises are assigned to individual students based on the weekly assessment results ❑ Each exercise includes a tutorial, guided practice, and independent problem for an area of weakness ❑ Provides detailed student and classroom reports on topic mastery
SkillsTutor.com	❑ Math web site available 24/7 ❑ Aligned with Massachusetts Frameworks ❑ Formative assessment and prescriptive exercises to strengthen individual student skills at their level of performance ❑ Used by 8th grade math classes ❑ Statistics show students are actively using the site nightly between 6 and 8 p.m. for homework and practice ❑ Supplemental teaching and tutoring tools for before, during, after-school, and during the summer ❑ Diagnostic pre and post tests. ❑ Provides detailed accountability reports
Blackboard web-based classrooms (24/7 availability)	Teachers are using Blackboard at a variety of levels: ❑ Posting assignments, homework, classroom resources, and web resources ❑ Post reminders of upcoming events for which students must prepare ❑ Conducting online, monitored curriculum discussions ❑ Posting PowerPoint presentations to review topics before a test ❑ Taking online pre-assessments with immediate student and teacher feedback ❑ Posting practice tests with immediate feedback (i.e. vocabulary) that students may take a number of times before the summative evaluation in class ❑ Using the drop-box to collect student assignments, provide feedback and send back to students ❑ Primary source history documents are posted for all high school student to access ❑ Every student has a personal digital drop box to electronically transport work-in-progress between home and school.
Science Probes	Science classes that focus on the experiential discovery of information and development of theories and conclusions. ❑ Students use probes and software to collect data during

	experiments ❑ They apply the data to theory to develop conclusions
Interactive Math and Science Web sites	Students use resources such as Marco Polo, The Eisenhower National Clearinghouse for Mathematics and Science Education, PBS, NASA, etc. to gather information, manipulate data, and apply what they have learned.
❑ Geometric Super Supposer ❑ Geometer's Sketchpad	Interactive, hands-on math software. Students draw and manipulate geometric objects to develop understanding of math concepts.
Language Lab	State of the art language lab: ❑ Teacher to student conversation ❑ Student to student conversation ❑ Record and play back responses to improve pronunciation ❑ Access to web resources, video, slides, and hard copy visuals from their computer desktop ❑ Allows for creative, individualized instruction and practice
Library resources	❑ Available via the DHS website for all students ❑ Pinpoint software helps students and teachers direct their web searches to high quality, educational resources.
Mobile Laptop Lab	❑ Brings network and web-based resources into the classroom
AlphaSmarts	❑ Allows students to word process in the classroom to improve the writing process and transfer the documents to their network folder via infrared technology
❑ Digital Cameras ❑ Video Production	❑ Taps student creativity ❑ Develops organizational, planning, and research skills ❑ Authentic assessment – production for school cable channel ❑ Alternative assessment – writing process via digital production
Technology Resources and Teacher / Student Creativity	❑ Because of the availability of software and technology resources, teachers can be more creative with teaching style and assessment. ❑ The result: Authentic assessment and a variety of assessment options from which students may choose.
PowerGrade	❑ Provides student and parental feedback ❑ Teachers are able to give a progress benchmark at any point in the grading period

Writing Across the Curriculum	❑ The writing process is being stressed across all curriculum areas ❑ Inspiration software, word processing, online discussion groups, and web resources support this effort.

The Curriculum Committees are currently meeting to review and update the Scope and Sequence Maps for English Language Arts, Math, Science and Social Studies. The Technology Integrator is a member of each of these committees and provides the support and knowledge of technology resources needed to embed our technology resources into the daily curriculum. These committees meet for 3 time a year for a full day.

The following curriculum resources have been developed and are posted on the Dedham Public Schools' Web site, www.dedham.k12.ma.us

Technology Update Presented to the School Committee, 2005
Curriculum Resources and Documents
Student Technology Skills for the Elementary Grades
PK-5 Math Resource Map with links to Software Resources
6-12 Technology Skills Map
Technology Resources
Student Acceptable Use Policy
Staff Acceptable Use Policy
Email Policy
Internet Safety Policy
Policy for the Use of DPS Computing Facilities
DPS Educational Technology Website

The Technology Committee 2005-2006

The Technology Committee has been reconvened to revise and update the Technology Plan. The members are:

Last	First	School/Dept.	School
McGonagle	Liz	Tech Admin	Admin
Clement	Nancy	Riverdale	Elementary
Garland	Wendy	Greenlodge	Elementary
Graceffa	Heidi	Oakdale	Elementary
Joyce	Michelle	Avery / ECEC	Elementary
O'Shea	Colleen	Oakdale	Elementary
Ouellette	Elizabeth	Riverdale	Elementary
Reagan	Nancy	Greenlodge	Elementary
Scanlon	Stacey	Oakdale	Elementary
Sullivan	Clare	PreK-5	Elementary
Armstrong	Holli	Oakdale	Elementary Admin
Campbell	Chris	Avery	Elementary Admin

Bradley	Nancy	Foreign Lang	HS
Carten	Kathy	English	HS
Davies	Lydia	Library/Media	HS
Dellot	James	Indus Tech/Family cons sci	HS
Dudley	Rachel	Social Studies	HS
Goldner	Dan	English	HS
Langenhorst	Don	Technology	HS
Marini	Paula	Tech Integr	Prek-12
Ross	Don	Science	HS
Samp	Lyn	Science	HS
Scully	Sue	Video / Film	HS
Cummings	Mai-Linh	Reading	MS
Jones	Karen	Science	MS
Nigohosian	Marta	Math	MS
Oravetz	Cathy	Technology	MS
Young	Louise	Science	MS

The Technology Committee will address the following essential questions:

How do we seamlessly embed technology into PreK-12 curriculum? Are we empowering our students with a technology toolkit to develop problem-solving skills?

1) Objectives
   - Identify scope and sequence of Technology Skills PreK-12 based on the Massachusetts Curriculum Frameworks
   - Where in the curriculum each skill is taught and assessed?
   - How are these skills used as part of the learning process?
   - Development of a Grade level – "Technology Competency Card" to identify student technology proficiency.
   - How are Science, Technology, and Engineering skills addressed in grades 6-8?
     o Is there a scope and sequence?
     o Identify skills from standards
     o Where are these skills taught and assessed in our curriculum?
   - What are the grades 6-8 computer courses for the new building going to cover?
   - How is the technology graduation requirement met by each student? How is competency assessed?

2) Questions
   - How do we gather the data we need?
   - What kind of professional development is needed to impact classroom strategies?
   - How do we structure professional development to make it effective and target teachers' needs?
   - Review of Technology Plan – What's next for the district?

3) Guidelines to be used:

- Mass Instructional Technology Frameworks
- ISTE Teacher / Student competencies
- Technology Scope and Sequence (Elementary, Middle School, High School)
- Elementary and Secondary Scope and Sequence mapped to the curriculum

The meeting dates are:

Thursday, November 10, 2005 - TEC
Thursday, January 12, 2006 in the high school library lab - D305 (8 a.m. – 3 p.m.)
Thursday, March 2, 2006

Web Site Development

The Dedham Public Schools web page, www.dedham.k12.ma.us has been expanded and continues to become an important source for communicating with students, parents, teacher and the community. The Administrator of Technology and the secondary Computer Department Chair as well as the students of the advanced technology courses currently support the district's web page. The web page contains:
- A district-wide calendar as well as a calendar for each school.
- Curriculum maps and resources
- School Committee minutes
- Educational Technology resources including software resources and policies
- Job postings
- Guidance information
- Food Service
- Professional Development programs
- Links to web-based programs such as Blackboard and MassLearns

Inventory Replacement
A Brief History of the the Technology in the Dedham Public Schools

In 1999 the Town of Dedham generously granted us 2.3 million dollars to fund our Technology Plan. This plan allowed us to purchase computers for every classroom in our district and establish the Dedham Public Schools Instructional Network. Today technology is an integral part of our educational community and the demand for our computers has never been greater. Our staff and students utilize technology on a daily basis and depend upon our network to deliver curriculum based software and Internet access to increase our educational resources and improve instruction. Our teachers have received the training they need to integrate technology into their daily lessons and our computers are being used continuously to support learning, to assess student performance, to perform research, to improve reading, writing, and math skills and to communicate. Additionally the staff relies upon computers to process daily administrative tasks such as taking attendance, calculating grades and progress reports and accessing school and administrative correspondence via email.

The town's funding of the Technology Plan in 1999 enabled the Dedham Public Schools to purchase over 700 computers, replacing the outdated inventory of incompatible equipment and transforming our schools with state of the art technology.

Our instructional network has now developed and matured and our program is well respected as a leader in the TEC communities. However, the influx of so much equipment in one year has resulted in a large amount of inventory that has become outdated all at the same time. Students and staff now depend on the computers to be available for teaching and learning, and when the computers are out of service it causes a great deal of frustration and disappointment.

The 5 Year Technology Replacement Plan

Unfortunately, the equipment purchased in 1999 is 6-7 years old. It is out of warranty, expensive to repair and often is not capable of running the most current versions of our instructional software or Internet subscriptions. More importantly, it often breaks down, leaving teachers and students without the resources that they need to complete their lessons. In 2004 we embarked upon a 5-year capital replacement plan, as recommended by state guidelines for technology. Although the request has not been fully funded each year, we have made progress. To make the best use of the capital replacement funds we have tried to update as many computers as possible, while keeping the original printers and most of the monitors in service. At this time the only monitors that have been replaced are the elementary school libraries, the High School Foreign Language Lab and the High School CAD lab. Why these areas? By upgrading heavily used public areas we can recycle the old monitors into the classrooms to replace broken equipment.

The benefits of this replacement strategy are:
- Decreased cost of extended warranties and service contracts on out of warranty equipment
- Increased availability of technology to support instruction
- Computer configurations that can support advances in software applications such as the CAD, Foreign Language, Multimedia and Computer Assisted Instruction applications used for MCAS
- Return on investment in technology professional development to increase student performance

Over the past 3 years this strategy has allowed us to focus on the primary goal of replacing the following out of warranty computers:

Building	Year	Qty	Description
Middle School	2004	35	Middle School Robotics Lab
High School	2004	167	CAD Lab and 5 Computer Labs
High School	2006	71	Teacher Stations
Riverdale	2005	64	All Classrooms and Library
Oakdale	2005	90	All Classrooms and Library
Avery	2006	96	All Classrooms and Library
Greenlodge	2006	99	All Classrooms and Library
Total Computers Replaced		**622**	

Operating System Issues

Our replacement strategy has also allowed us to continue to work towards the secondary goal of getting all of our computers on the Windows 2000 or XP operating system as fast

as possible. Why is it important to have our computers on the same operating system? We need to take advantage of the latest security options available to us, such as applying *group policies* and utilizing *Active Directory* tools to protect and secure our network. We cannot utilize these tools on computers running Windows NT, an operating system that is no longer supported by Microsoft. As a result, we spend many extra hours of manual labor to keep the NT machines upgraded and secure from viruses, OS security issues and spyware. Once we have all of our computers on a common operating system we will have better control over who uses our computers, what users have access to when they log in, the scheduling and remote installation of updates such as those for Windows OS and our antivirus software, and in general improving the behind the scenes operation of the DPS network.

Additionally, the older computers are not compatible with the current versions of our software. This creates a lot of frustration for teachers who want to utilize our resources with students in their classroom.
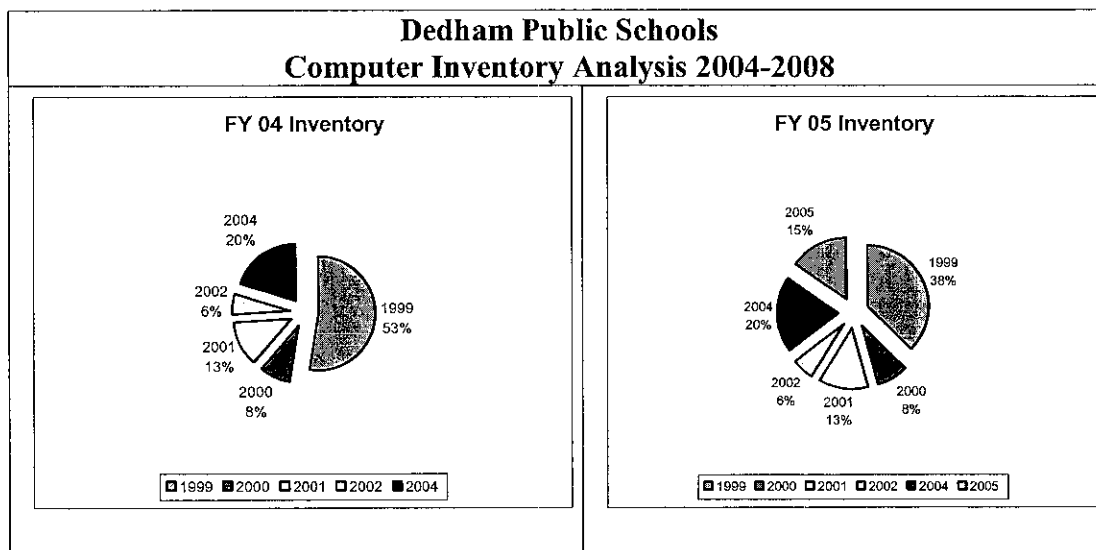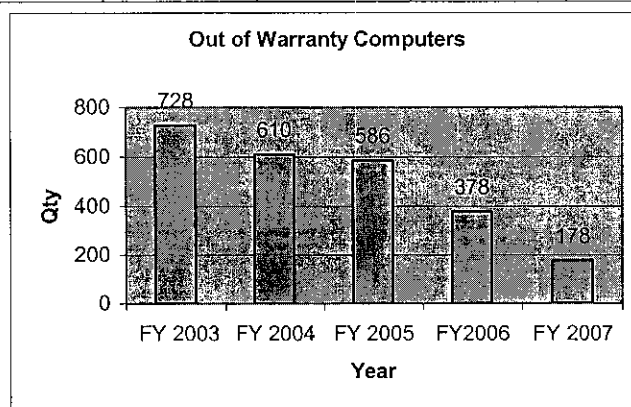
What's Next?

The 2007 request will allow us to continue to replace out-of-warranty computers at Dedham High School, the Early Childhood Education Center and any remaining out of warranty computers at the Dedham Middle School. If this request is funded we anticipate that we will be able to eliminate the remaining Windows NT computers and move to one consistent operating system for all of our instructional computers. We are very anxious to accomplish this due to the constant security threats to our network that currently exist including hackers, viruses and defending against malicious code attacks that strain our technology labor resources.
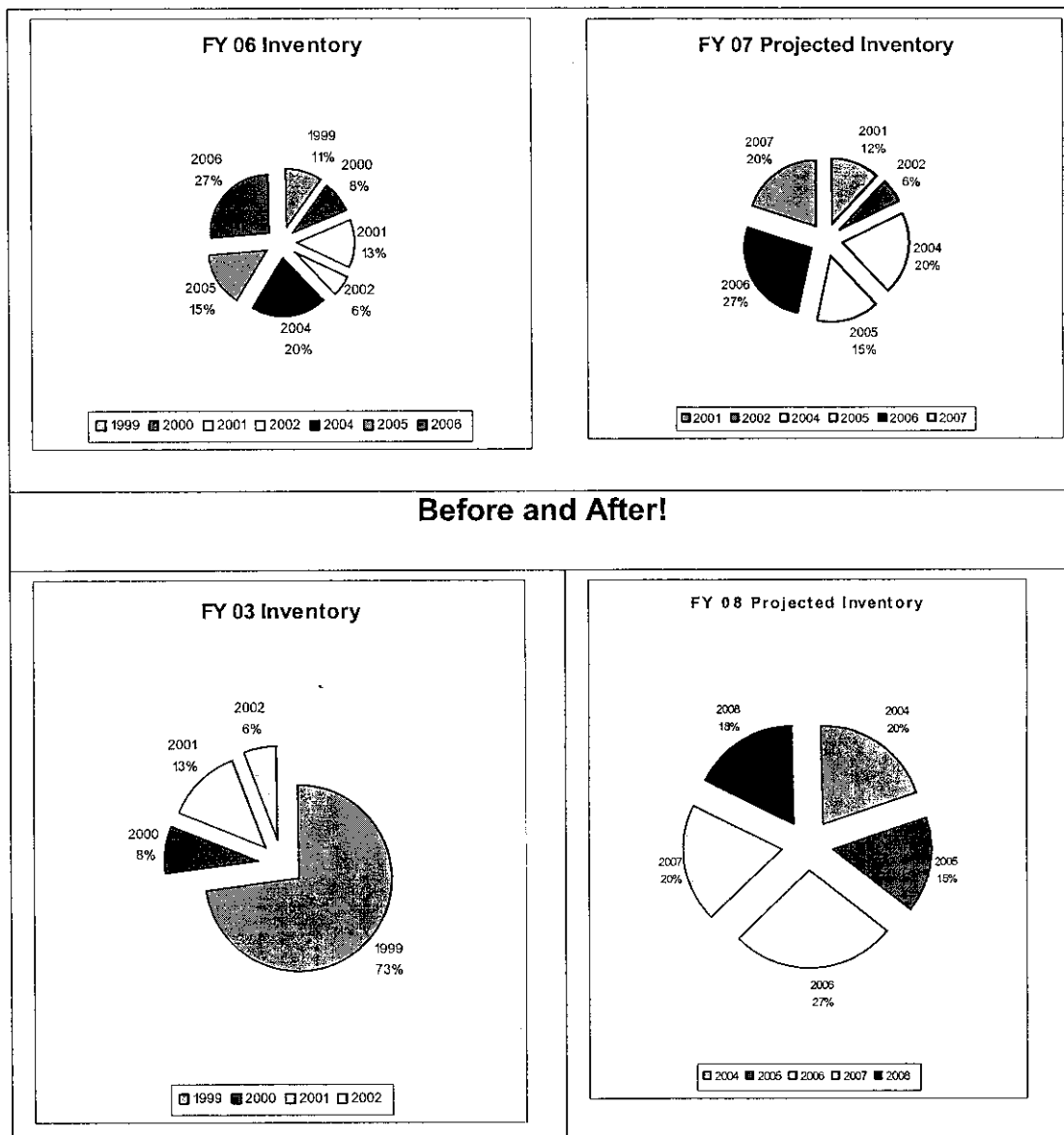
Once the original instructional computers are updated we still need to finish this replacement plan by upgrading the monitors and printers in the computer labs and classrooms. We have hundreds of monitors that have been in service for more than 6 years. These monitors are out of warranty and are failing at a steady rate. When they break we must replace them for they cannot be repaired. What's more, as it ages the screen deteriorates causing the display to become blurry and more difficult to read. It is essential that our students be able to read the computer screen without difficulty in order to accomplish their learning objectives and make progress. Today's flat panel monitors offer a clear, sharp display that is much easier for our students to read and will improve their learning experience. Although we have postponed the replacement of our existing monitors, it is not something we can hold off doing for much longer.

Computer Inventory Projections by Purchase Year						
Based upon the replacement of 200 computers per year						
	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09
Purchase Date	New Quantity	New Quantity	New Quantity	Projected Quantity	Projected Quantity	Projected Quantity
1999	526	372	106	0	0	0
2000	84	84	84	0	0	0

Year						
2001	130	130	130	120	0	0
2002	58	58	58	58	0	0
2003	0	0	0	0	0	0
2004	202	202	202	202	202	202
2005		154	154	154	154	154
2006			266	266	266	266
2007				200	200	200
2008					178	178
2009						0
Total	1000	1000	1000	1000	1000	1000
Request	$ 260,000	$ 260,000	$ 260,000	$ 275,000		
Actual Funding	$ 220,000	$ 130,000	$ 260,000			
Units Purchased	202	154	266			

Out of Warranty Computers

Qty — FY 2003: 728, FY 2004: 610, FY 2005: 586, FY2006: 378, FY 2007: 178

Dedham Public Schools
Computer Inventory Analysis 2004-2008

FY 04 Inventory
- 2004 20%
- 2002 6%
- 2001 13%
- 2000 8%
- 1999 53%

Legend: 1999, 2000, 2001, 2002, 2004

FY 05 Inventory
- 2005 15%
- 1999 38%
- 2004 20%
- 2002 6%
- 2001 13%
- 2000 8%

Legend: 1999, 2000, 2001, 2002, 2004, 2005

FY 06 Inventory

1999 11%
2000 8%
2001 13%
2002 6%
2004 20%
2005 15%
2006 27%

☐1999 ◼2000 ☐2001 ☐2002 ◼2004 ◾2005 ◾2006

FY 07 Projected Inventory

2001 12%
2002 6%
2004 20%
2005 15%
2006 27%
2007 20%

◾2001 ◾2002 ☐2004 ☐2005 ◼2006 ☐2007

Before and After!

FY 03 Inventory

2002 6%
2001 13%
2000 8%
1999 73%

☐1999 ◼2000 ☐2001 ☐2002

FY 08 Projected Inventory

2008 18%
2004 20%
2005 15%
2006 27%
2007 20%

☐2004 ◼2005 ☐2006 ☐2007 ◼2008

Network Structure

The Dedham Public Schools' network consists of a fiber backbone provided by the local cable company. The network hub is located in Town Hall. All of the schools and administration building are connected via the Instructional Network. We are currently moving from a WINNT platform to Server 2003 with Windows XP or 2K at the client desktop. Every computer in the network is connected to the Internet. On July 1, 2004 we will be moving from a T1 connection to a 5mbps fiber connection shown in the network layout below. We anticipate moving to an 8 mbps fiber connection in 2006-07.

Currently every elementary classroom has 4 computers, every secondary classroom has one computer. The basic computer configuration is outlined below:

School	Computer Resources

High School	• 1 computer in every classroom • 5 computer labs with 22 computers and an LCD projector mounted in the ceiling • mini-labs in the Science classrooms with an LCD projector and speakers mounted in the ceiling and connected to a dvd/vcr player • Wireless laptop lab with 24 units • Updated CAD lab • Alpha Smart lab with 30 wireless units • All administrative areas have a computer on each desk • Smartboard installed in Alternative High School and A107
Middle School	• 1 computer in every classroom • 5 computer labs with 22 computers and an LCD projector mounted in the ceiling • 1 computer lab with 12 cpus • Wireless laptop labs: 24 units, 12 units and 16 units • Portable LCD projection units • 3 SmartBoards installed in lab areas • Alpha Smart lab with 24 wireless units • All administrative areas have a computer on each desk
Avery School	• 4 computers in every classroom • All administrative areas have a computer on each desk • Wireless laptop lab with 16 computers • Library Media Center has 14 computers • Smartboard and projectors installed in library media center with speaker in the ceiling, dvd/vcr player attached
Greenlodge	• 4 computers in every classroom • All administrative areas have a computer on each desk • Library Media Center has 20 computers • Smartboard and projector installed in library media center with dvd/vcr player attached
Riverdale	• 4 computers in every classroom • All administrative areas have a computer on each desk • Library Media Center has 14 computers • Smartboard and projector installed in library media center with dvd/vcr player attached

Oakdale	• 4 computers in every classroom • All administrative areas have a computer on each desk • Library Media Center has 6 computers • 2 Wireless Laptop labs of 16 each • Smartboard and projector installed in library media center with dvd/vcr player attached
ECEC	• 4 computers in every classroom • All administrative areas have a computer on each desk • Smartboard and projector installed in library media center

Assistive Technology

Assistive technologies are used both by students receiving special education services and by other students with learning difficulties. Alterative input and output methods are available to support all learners including but not limited to:

- Alternative keyboards
- Trackballs
- Portable word processors
- Touch screens
- Microphones
- Headphones
- Switches
- Speech-to-text software
- Word Predication software and "talking" word processors
- Kurzweil 3000 Learning Systems
- Lexia Learning software
- Earobics
- Boardmaker
- Mayer-Johnson Writing With Symbols 2000
- Keyboard overlays
- Screen enlargers and large monitors
- Clicker Software
- Kidspiration and Inspiration Graphic Organizer Software
- Scanners
- Digital Cameras
- Classroom Amplification Systems

Technology Survey Results

Teachers participated in a Technology Use Survey as recommended by the Massachusetts Department of Education. Teachers were able to choose from a Beginning, Intermediate

or Proficient user survey. The survey was posted on Blackboard and the participants were anonymous. The survey results will be used for planning by the Technology Committee, Professional Development Committee and Curriculum Committees.

Emergency Contact System

The need for an emergency contact system was identified in 2004. After reviewing the options for achieving the goal of being able to contact the district's parents, staff and/or students quickly in the event of an emergency. The district selected ConnectED, a web based product. Additional information can be found at www.notification.com .

In January of 2005 the administrative staff was trained on the use of the system and immediately started to use it to communicate more effectively with our learning community.

In April of 2005 the School Committee approved the Connect-ED Acceptable Use Policy. This policy can be found in the Appendix. The use of Connect-Ed will continue to be monitored and reviewed during tine 2005-06 school year to determine its effectiveness.

Future Goals

2006-07
- To upgrade the current Internet connection from 5mps to 8mps
- Research a telephone system for Dedham High School
- Increase the use of the new Distance Learning Center at the Middle School
- Increase the use of the video studio and local cable access feed
- Expand the availability of school technology resources after school hours
- Review technology staffing requirements
- Expand the integration of the Student Information Database with other administrative programs such as Esped
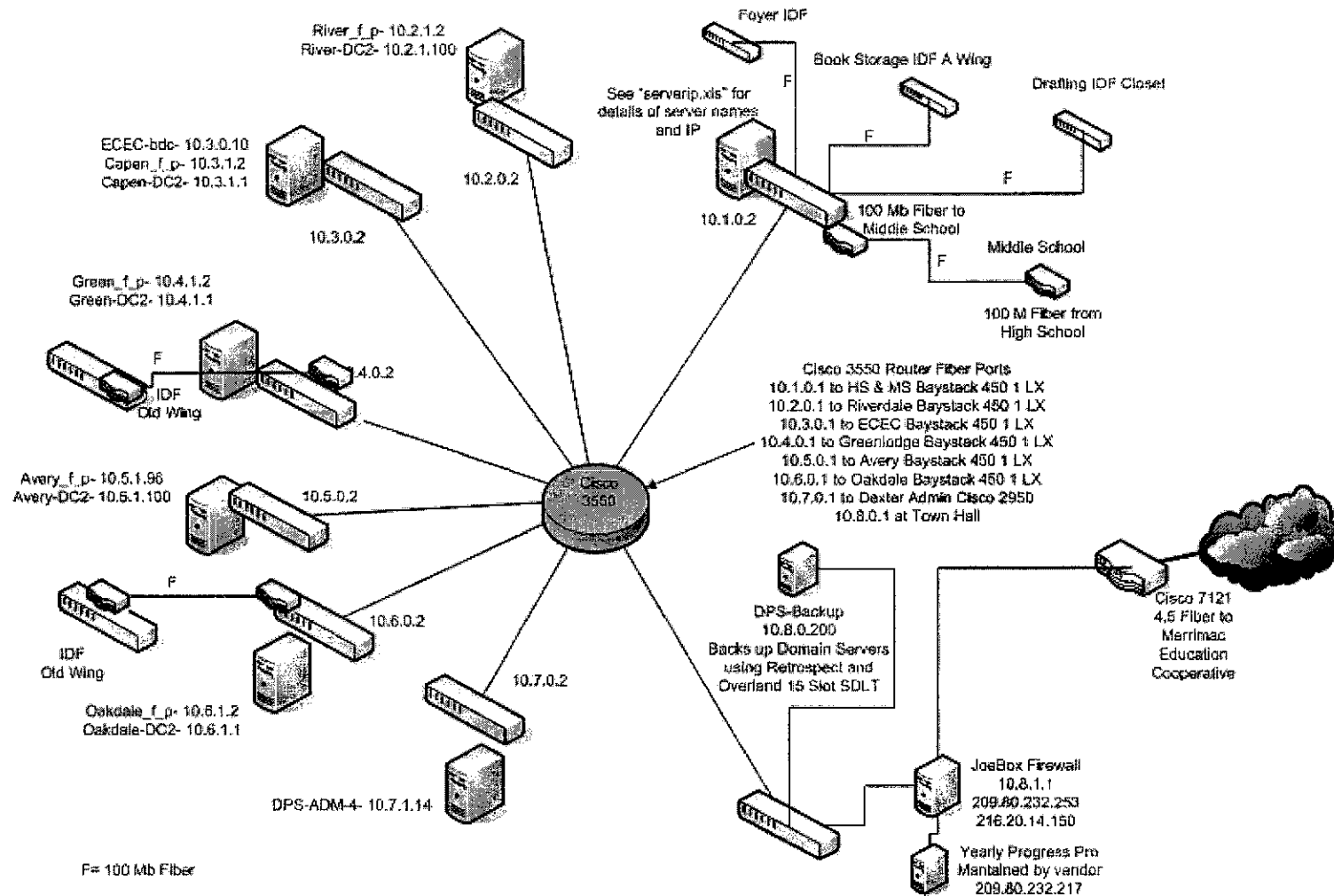- Review the implementation of Connect-ed

2007-08
- Develop a new long term replacement plan to file with the Capital Expenditure Committee
- Review professional development for technology and assess progress with integration of ongoing technology goals
- Review impact of Distance Learning Center on the network infrastructure

Appendix

1. WAN Diagram
2. DPS Internet Connection Monitoring of Fiber Usage for 2005
3. Student Instructional Network Acceptable Use Policy
4. Staff Instructional Network Acceptable Use Policy
5. Employee Email Policy
6. Internet Safety Policy
7. Policy for the Use of DPS Computing Facilities
8. Connect-Ed Acceptable Use Policy
9. Student Technology Skills Map for the Elementary Schools
10. Student Technology Skills Map for the Secondary Schools
11. Summary of Student Technology Skills

WAN Diagram – Dedham Public Schools

River_f_p- 10.2.1.2
River-DC2- 10.2.1.100

ECEC-bdc- 10.3.0.10
Capen_f_p- 10.3.1.2
Capen-DC2- 10.3.1.1

10.3.0.2

Foyer IDF

See "serverip.xls" for
details of server names
and IP

10.2.0.2

Book Storage IDF A Wing

Drafting IDF Closet

F

F

10.1.0.2
100 Mb Fiber to
Middle School

Middle School

F

100 M Fiber from
High School

Green_f_p- 10.4.1.2
Green-DC2- 10.4.1.1
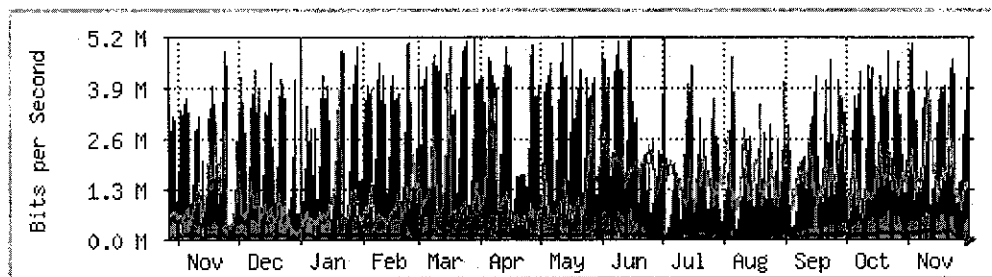
F

IDF
Old Wing

4.0.2

Cisco 3550 Router Fiber Ports
10.1.0.1 to HS & MS Baystack 450 1 LX
10.2.0.1 to Riverdale Baystack 450 1 LX
10.3.0.1 to ECEC Baystack 450 1 LX
10.4.0.1 to Greenlodge Baystack 450 1 LX
10.5.0.1 to Avery Baystack 450 1 LX
10.6.0.1 to Oakdale Baystack 450 1 LX
10.7.0.1 to Dexter Admin Cisco 2950
10.8.0.1 at Town Hall

Avery_f_p- 10.5.1.96
Avery-DC2- 10.5.1.100

10.5.0.2

Cisco
3550

F

IDF
Old Wing

10.6.0.2

Oakdale_f_p- 10.6.1.2
Oakdale-DC2- 10.6.1.1

10.7.0.2

DPS-Backup
10.8.0.200
Backs up Domain Servers
using Retrospect and
Overland 15 Slot SDLT

Cisco 7121
4,5 Fiber to
Merrimac
Education
Cooperative

DPS-ADM-4- 10.7.1.14

JoeBox Firewall
10.8.1.1
209.60.232.253
216.20.14.150

F= 100 Mb Fiber

Yearly Progress Pro
Mantained by vendor
209.60.232.217

DPS Internet Connection Monitoring

Fiber usage December 2005

Fiber usage November 2004 – November 2005

Mission Statement

The primary purpose of the Dedham Public Schools instructional network (DPS Network) is to support and enhance teaching and learning by providing a network, computers and an Internet connection to allow electronic communications, storage and access to information resources.

General Polices and Guidelines

It is the policy of the Dedham Public Schools that students shall utilize the network in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Dedham School Department for school-related purposes. The DPS Network is provided to support the educational mission of the district. All other uses are prohibited. The DPS Network is not a forum for personal opinion on any subject. Students are reminded that any use of the DPS Network must comply with this policy and all other applicable policies, procedures and rules of the Dedham Public Schools. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving an account to use the network. Failure to adhere to this policy and its guidelines below may result in suspending or revoking access to the network as well as other consequences as described below.

> Guideline 1: Acceptable uses of the network are activities that support classroom teaching and learning, career development and limited high quality academic self-discovery activities.

> Guideline 2: There shall be no anonymity in use of the network. All users must log in to the network with their given account name and password. No other user may use the network under that account.

> Guideline 3: There are unacceptable uses of the network. Inappropriate uses can be classified into two categories: illegal and prohibited. Please note that some prohibited uses, in certain situations, can be illegal. Examples of illegal and prohibited activities follow. These lists are not to be viewed as comprehensive but as explanatory.

> - Illegal activities will be referred to the appropriate law enforcement agency. Illegal uses include: obscenity, libel, threats, hate postings, sexual harassment, and copyright violations.

> - Prohibited activities are based on the intended use of the DPS network. Examples of these include: promotion of personal views, pornography, profanity, plagiarism, commercial or political use, and anonymous messages. Additionally users are not to broadcast messages, download files or applications, send mass emails, encrypt files, raise unwelcome attention, show disrespect or violate commonly agreed upon etiquette when using the network.

> Guideline 4: All users will be sponsored. Sponsors of accounts are responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that users understand that if they misuse the network, that consequences will be applied.

> Guideline 5: It is the responsibility of students, parents, teachers and administrators to clearly communicate in order to support all guidelines.

Users of System

The use of the network is a privilege. The student is responsible for what s/he says and does on the network. The following people are entitled to use the network in support of the Dedham School Department's mission:

- All Dedham School Department employees;
- All Dedham students under the supervision of a sponsoring educator and parent;
- Others working in K-12 education that request guest accounts from the Instructional Network Administrator, these requests will be reviewed on a case-by-case basis and will be granted as needs and resources permit.

Approved August 18, 2004 by the Dedham School Committee

Please note:
1. The school system has the responsibility for supervision, safety and delivery of education; therefore, the school retains the right to inspect data any time in support of these efforts.
2. In support of our educational network, including but not limited to, postings on the Dedham School Department's Intranet and Internet site may also be inspected. Requests for restrictions on such use should be submitted in writing to the building principal.

Limitation of Liability
The Dedham School Department (DSD) makes no guarantee that the functions or the services provided by or through the system will be error-free. The DSD will not be responsible for any damage you may suffer, including by not limited to loss of data or interruptions of service. The DSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. The DSD will not be responsible for obligations (financial, legal or other) arising through the authorized or unauthorized use of the system.

Users of the system understand that some efforts are made to block inappropriate material but that it is impossible to block all offensive material; therefore, the DSD is not responsible for any information that is transferred through the Internet.

Additional Disclosures
The DSD reserves the right to examine all data stored on computers or any storage media that is the property of the DSD to ensure that users are in compliance with these regulations. Email is insecure and may be read by authorized enforcement personnel. Please note this only a limited expectation of privacy within the network, just as there is for any storage facility in the schools. Similarly, there is only a limited freedom of expression on the network; the school department has the discretionary right to "edit" publications within its jurisdiction everything posted or transmitted via the DPS is a "publication."

In support of our educational mission, students' work, image, voice and identification may be transmitted through the instructional network, including but not limited to, postings on the Dedham School Department's Intranet and Internet site. Restrictions on such use should be submitted in writing to the building principal.

Consequences
Network use in the Dedham Schools is an appropriate application of our instructional program. Staff members are responsible for instructing students on proper usage of the network. Supervision and monitoring of student use will be a staff priority, however, there may be episodes of inappropriate student use. In this event, consequences will be applied.

Consequences for Inappropriate Use:
In the event of inappropriate use of the network, a building administrator will apply consequences. Consequences may consist of any or all of the following, as determined by the administrator following severity of the infraction.
In general:
- Parents will be contacted and informed of the violation.
- The student will lose her/his network access rights immediately. A conference with the building administrator, the student and parents will be held. Access privileges may be revoked permanently.
- A disciplinary report will be written, with a copy for the parents and a file copy.
- The student may be suspended or expelled from school.
- All illegal activity will be reported to local law enforcement.
- The school system has the responsibility for supervision, safety and delivery of education; therefore, the school retains the rights to inspect data at any time in support of these efforts.

If you have any concerns or questions about network use, please contact your child's principal.

Dedham Public Schools Staff Instructional Network Acceptable Use Policy

Mission Statement

The primary purpose of the Dedham Public Schools instructional network (DPS Network) is to support and enhance teaching and learning by providing a network, computers and an Internet connection to allow electronic communications, storage and access to information resources.

General Polices and Guidelines

Employees shall use the network in a responsible, efficient, ethical, and legal manner and in general, in accordance with the mission of the Dedham School Department for school-related purposes in the performance of job duties. All other uses are prohibited. The DPS Network is not a public forum. Incidental personal use is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, other system users or network performance. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules of the Dedham Public Schools.

Users must acknowledge their notification of the general policy and guidelines as a condition of receiving an account to use the network. Each employee authorized to access the DPS Network is required to sign an acknowledgement that they have read this policy and the accompanying rules. The acknowledgement form will be retained in the employee's personnel file.

> Guideline 1: Acceptable uses of the network are activities that support classroom teaching and learning, career development and limited high quality academic self-discovery activities related to job duties performed within the Dedham Public Schools.

> Guideline 2: There shall be no anonymity in use of the network. All users must log in to the network with their given account name and password. No other user may use the network under that account.

> Guideline 3: There are unacceptable uses of the network. Inappropriate uses can be classified into two categories: illegal and prohibited. Please note that some prohibited uses, in certain situations, can be illegal. Examples of illegal and prohibited activities follow. These lists are not to be viewed as comprehensive but as explanatory.

> * Illegal activities will be referred to the appropriate law enforcement agency. Illegal uses include: obscenity, libel, threats, hate postings, sexual harassment, and copyright violations.

> * Prohibited activities are based on the intended use of the DPS network. Examples of these include: pornography, profanity, plagiarism, commercial use, for political campaign purposes or to post anonymous messages. Additionally users are not to broadcast messages, download files or applications, send mass emails, encrypt files, show disrespect to others or violate commonly agreed upon etiquette when using the network. For guidance regarding political campaign issues, see OCPF-IB-04-01, "Use of the Internet and E-mail for Political Campaign Purposes," issued by the Massachusetts Office of Campaign and Political Finance and available at http://www.mass.gov/ocpf/ao/IB-04-01.pdf.

> Guideline 4: Staff members will sponsor all student users. Sponsors of accounts are responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that users understand that if they misuse the network, that consequences will be applied.

> Guideline 5: It is the responsibility of students, parents, teachers and administrators to clearly communicate in order to support all guidelines.

Users of System

The use of the network is a privilege. The user is responsible for what s/he says and does on the DPS network. The following people are entitled to use the network in support of the Dedham School Department's mission:

- All Dedham School Department employees;

- All Dedham students under the supervision of a sponsoring educator and parent;

- Others working in K-12 education that request guest accounts from the Instructional Network Administrator, these requests will be reviewed on a case-by-case basis and will be granted as needs and resources permit.

Please note:
1. The school system has the responsibility for supervision, safety and delivery of education; therefore, the school retains the right to inspect all electronic data and communications in the DPS network at any time in support of these efforts.

2. In support of our educational network, including but not limited to, postings on the Dedham School Department's Intranet and Internet site may also be inspected.

Limitation of Liability

The Dedham School Department (DSD) makes no guarantee that the functions or the services provided by or through the system will be error-free. The DSD will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of service. The DSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. The DSD will not be responsible for obligations (financial, legal or other) arising through the authorized or unauthorized use of the system.

Users of the system understand that some efforts are made to block inappropriate material but that it is impossible to block all offensive material; therefore, the DSD is not responsible for any information that is transferred through the Internet.

Additional Disclosures

The DSD reserves the right to examine all data stored on computers, or media that are the property of the DSD to ensure that users are in compliance with these regulations. Email is insecure and may be read by authorized enforcement personnel. Furthermore every e-mail message sent using the DPS network or an employee's DPS email address is considered correspondence from the DPS and therefore the property of the DPS. There is only a limited expectation of privacy within the network, just as there is for any storage facility in the schools. Similarly, there is only a limited freedom of expression on the network; the school department has the discretionary right to "edit" publications within its jurisdiction and everything posted or transmitted via the DPS is a "publication."

In support of our educational mission, teacher and students' work, image, voice and identification may be transmitted through the instructional network, including but not limited to, postings on the Dedham School Department's Intranet and Internet site. Restrictions on such use should be submitted in writing to the building principal.

Consequences

As with all school policies, any employee who violates this policy and/or rules governing use of the DPS network will be subject to disciplinary action, up to and including discharge. Illegal uses of the DPS Network will also result in referral to law enforcement authorities.

Dedham Public Schools Employee E-Mail Policy

INTRODUCTION AND PURPOSE:

This Dedham Public School Email Policy is a supplement to the existing Dedham Public Schools Instructional Network Acceptable Use Policy. The purpose of this policy is to ensure the proper use of the Dedham Public Schools' email system and to make all users aware of what are acceptable and unacceptable uses of its email system. The Dedham Public Schools reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

USERS:

All Dedham Public Schools staff members are provided with an email account to be used for job-related communication that is consistent with the goals and mission of the Dedham Public School district. This email address is available to the community. Employees are responsible for his/her actions and activities involving school computers, networks and Internet services and for his/her password and account. The use of the Dedham Public Schools' network is a privilege, not a right, and all files and messages created on school equipment or sent or retrieved over the DPS network, or Internet are the property of the Dedham Public Schools. At this time students are not issued email accounts and are not permitted to use the email through the Dedham Public Schools network.

CONFIDENTIALITY AND STUDENT INFORMATION:

Email can be used to communicate with parents however, it is important that confidential information about a student never be transmitted via email but rather a letter, telephone call or a parent conference may be more appropriate. Please be aware that parent-teacher communication via email is not secure and that any email can become a public record. Electronic mail messages should not be considered confidential, consistent with the Electronic Communications Privacy Act. Copies of all information created, sent or retrieved may be scanned at any time, without notice, for inappropriate materials. Where appropriate communications, text and images may be disclosed to law enforcement agencies.

PROHIBITED USES:

Users are obliged to use email in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication the same laws apply. It is important that users are aware of the legal risks of email. As with any Dedham Public School policies, violations will be addressed appropriately. The school department retains control, custody and supervision of all computers, networks and Internet services owned or leased by the Dedham Public Schools and reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including email messages and stored files. There are illegal and prohibited activities some of which are noted below:

The Dedham Public Schools' network and email system or email accounts may not be used in the following manner:

- Any use that is illegal or in violation of Dedham Public School policies, including obscenity, libel, threats, hate postings, racial or sexual harassment and copyright violations or inappropriate communications with students or minors.
- For private financial gain or commercial offerings or solicitations of any kind including products or services for sale.
- As a forum for communicating by email or any other medium with other school users or outside parties for political campaign purposes, religion, or the promotion of personal views or to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. For guidance regarding political campaign issues, see OCPF-IB-04-01, "Use of the Internet and E-mail for Political Campaign Purposes," issued by the Massachusetts Office of Campaign and Political Finance and available at http://www.mass.gov/ocpf/ao/IB-04-01.pdf.

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- No employees shall knowingly provide school email addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes.
- Utilize the DPS network and email system to distribute information or communicate and encourage actions that would in any way interfere with or disrupt the goals and mission of the Dedham Public Schools.
- Send, reply to or forward mass emails to school users or outside parties or use the email system as a discussion forum for school or non-school purposes without the permission of the Technology Administrator.
- Transmit confidential information about school department personnel, student information, contract negotiations or any other school department business deemed confidential in nature by the Dedham Public Schools.
- Forward a message without acquiring permission from the sender first.
- Intentionally send an attachment that contains a virus or virus hoax.
- Send or forward unsolicited email messages such as "chain" email letters, junk mail, daily jokes, screen savers, executable programs or animations, offers to purchase or participate in non-school related business.
- Joining electronic services using the Dedham Public Schools email account that expose the DPS network to unwanted "Spam" such as "Joke-A-Day" or "Blue Mountain."
- Forge or attempt to forge email messages.
- Disguise or attempt to disguise your identity when sending mail including using another person's email account or deleting or concealing any information stored on a school computer that violates these rules.

BEST PRACTICES GUIDELINES:

The Dedham Public Schools considers email as an important means of communication, collaboration and learning and recognizes the importance of proper email content and speedy replies in conveying a professional image and responsiveness to colleagues and the community. Users should take the same care in drafting an email as they would for any other written communication.

Writing emails:
- Dedham Public Schools email style is informal. This means that sentences can be short and to the point. You can start your email with 'Hi', or 'Dear', and the name of the person. Messages should be ended with your name, job title and school.
- Use informative, carefully phrased subject headings.
- Use spell check and proofread for content all emails prior to transmission.
- Do not send unnecessary or large attachments. Compress attachments larger than 200K before sending them whenever possible.
- Do not write emails in all capital letters.
- Refrain from overuse of the "cc:" and "forward" features. Be sure that the recipient of the duplicate email is aware of what action to take if any is needed or if the email is for informational purposes only.
- The Dedham Public Schools discourages the use of the bcc: (blind carbon copy) feature.
- Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email or using other means of communication.
- Without the non-verbal cues that go along with voice and face-to-face communication, email lends itself to miscommunication. If in doubt about the meaning of an email seek clarification.

Reading emails:
- Users of the Dedham Public Schools' network should endeavor to check their email at the beginning and end of each school day, but at the minimum users must check and respond to their Dedham Public School email at least once within the hours of each school day.
- Recipients of email should not forward electronically or distribute messages in any form to others without permission from the sender.
- When reading school related emails off-site use the web-based mail interface located at http://dedham.mec.edu/ rather than Microsoft Outlook to reduce the Dedham Public Schools' network exposure to viruses from computers located outside of the network.

Replying to emails:
- Email messages like any other communication should be answered within 48 hours via email, telephone, a handwritten note or other appropriate form of communication at the discretion of the staff member.

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- Excessive emails from a parent or guardian should be reported to your supervisor.
- Users shall not send any confidential information regarding a student via email.

Maintenance:
- Delete any email messages that you do not need to have a copy of, and set your email software to automatically empty your "deleted items" on closing.
- Save email attachments to your network folder rather than leaving them in your Inbox.
- All emails should be deleted after they are no longer needed.
- Users should be aware that their email files reside on the hard drive of the local computer and are subject to total loss in the event of a computer failure. To avoid problems users are encouraged to back up their email files regularly. Contact the technology support staff for further instructions.

PERSONAL USE:

The use of the Dedham Public Schools email is a privilege given to employees for professional and educational uses only in accordance with their contractual duties and the goals and mission of the school department. The Dedham Public Schools electronic email services may be used for incidental personal use, defined as use by an individual employee for occasional, limited personal communications, as long as it does not interfere with the employee's job duties and performance, with system operations, other system users or network performance and is consistent with the established policies of the Dedham Public Schools. All email records sent or received through the email system including personal emails are property of the Dedham Public Schools and may be accessed, monitored and scanned at any time at the discretion of the Dedham Public Schools.

The Dedham Public Schools assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs or for any illegal use of the computes such as copyright violations.

Each employee authorized to access the Dedham Public Schools' computers, networks and Internet services is required to sign an acknowledgement form stating that they have read the policy and these rules.

CONSEQUENCES:

As with all school policies, any employee who violates this policy and/or rules governing use of the DPS network will be subject to disciplinary action, up to and including discharge. Illegal uses of the DPS Network will also result in referral to law enforcement authorities.

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DEDHAM PUBLIC SCHOOLS INTERNET SAFETY POLICY

This Internet Safety Policy is a supplement to our current Instructional Network Acceptable Use Policy. The Internet Safety Policy is to clarify issues pertaining to filtering and Internet monitoring for the users of the network and to be in explicit compliance with the Children's Internet Safety Act (2001).

Filtering: The Dedham Public Schools maintains a single point of access to the Internet through a central connection to an Internet Service Provider. At this access point a filtering system is maintained to block material inappropriate to children. Among the items filtered are visual depictions that are obscene, child pornography, or material harmful to minors[1]. It should be noted that due to the nature of the Internet no filtering system is perfect. The DPS subscribes to a service that provides a preliminary list of blocked sites that are regularly updated. The Dedham Public Schools has the ability to add additional blocked sites or to remove sites we find to be inappropriately blocked.

Monitoring: The teacher or staff member supervising the child has the primary responsibility of monitoring the Internet for student safety and appropriate use. Students are prohibited from using a computer without direct supervision of a teacher or staff member. The DPS network has a monitoring system to record Internet sites accessed. The technology staff reviews this list periodically.

Messaging: Messaging includes posting items such as text to a bulletin board, discussion group, use of email, and "chat" features including instant messaging. Students are prohibited from using messaging except within the password protected, web-enhance Intranet classroom between the teacher and the students enrolled in an individual class. Additionally, teacher-sponsored email accounts for groups such as the high school newspaper journalists and those that maintain the Dedham Public Schools website are allowed. These accounts are under the direct supervision of an assigned teacher. The Dedham Public Schools maintains the right to monitor all messaging on its system.

Responsibility: Each user and his/her parent/guardian must have signed the Instructional Network Acceptable Use policy. Each user must take responsibility for his or her use of the computer network and Internet and avoid inappropriate sites. If a student finds that other student users are visiting offensive or harmful sites, he/she should report such use to the supervising staff member.

Identification of Students on the Web: Student work published on the web by children under age 13 will not be identified by his/her last name.

Security: The Dedham Public Schools provides a secure network for the school community. As stated in the Instructional Network Acceptable Use Policy, hacking attempts or other illegal activities are monitored and strictly prohibited.

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[1] The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7], as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Confidentiality of Student Information: Personal information concerning Dedham Public Schools students will not be disclosed or used in any way on the Dedham Public Schools web site without the specific permission of a parent or guardian or if the student is age 18 or over, the student. Users are strongly discouraged from providing private or confidential information about themselves or others on the Internet. The school administration may authorize the release of student information, as defined by state law, for internal administrative purposes or approved educational projects and activities.

Recommendations for the home:

Personal Safety for Children: When using the Internet do not reveal personal information such as your name, home address or phone number or any information that might allow a person to locate you. Never agree to meet a person that you "meet" on the Internet face-to-face without your parent's permission and without an adult being present. If someone attempts to arrange a meeting with you through the Internet, you must report this communication to your parent or guardian. Instant messaging should not be used at home unless explicitly approved by and supervised by parents. Screen names should be chosen carefully (e.g. Soccer_Kicks is better than Pretty_Sally13). Never phone an online 'acquaintance' without parental permission, caller ID can trace a phone number and from that the address can be found. Do not reply to harassing, threatening or sexual messages and report any such communication to the police.

Filtering at home: There are a number of filtering programs that allow parents to block sites and monitor a child's use of the Internet including the time of day, number of hours and types of access such as chat, web, or newsgroup activities. It is recommended that parents use this type of filtering if their child will use the Internet without direct parental supervision. Filtering can be set to restrict all Internet use when parents are not home. For more information refer to http://www.getnetwise.org/ and http://www.safekids.com/ .

Location of Computer: Place the computer in a heavy traffic area in the home. The best place for a home computer used by a child is in an area such as the living room or kitchen while the worst place is a child's bedroom.

Parent - Child Dialog: Encourage constant dialog with your child about what they are doing online. Have your child show you what they are doing. Consider an acceptable use policy for the home.

Violations: The Internet has much value in today's world and is available in many public places including our libraries. Try to establish consequences that use violations as a teachable moment rather than "pulling the plug" on all home Internet access.

Reporting: Report illegal or suspicious contact with your child to appropriate law enforcement and/or Cybertipline (1-800-843-5678) or http://www.cybertipline.org. If a child is in danger, call the police.